

**WAC 256-10-010 Organization.** (1) The eastern Washington state historical society is a designated trustee for the state. It is also a registered 501 (c)(3) public benefit corporation. The eastern Washington state historical society operates a state museum which supports cultural, artistic, and educational activities and performs other responsibilities as required pursuant to RCW 27.34.070. The eastern Washington state historical society's central office is located at 2316 W 1st Avenue, Spokane, WA 99201. Normal business hours are 10:00 a.m. to 5:00 p.m., Tuesday through Sunday, and Wednesday 10:00 a.m. to 8:00 p.m. except museum holidays.

(2) The institution is governed by a board of trustees. The board appoints the executive director with the consent of the governor. The executive director is responsible for the day-to-day operations of the institution and establishes the structure of the administration.

(3) The eastern Washington state historical society is organized into divisions, administered by individuals, who supervise the following areas: Facilities; business and finance; exhibit preparation; development; collection management; guest services; archiving; curation; education; volunteer coordination; and marketing. All directors are directly responsible for operations within their divisions. The directors directly report to the executive director of the society. The executive director reports to the society's governing board.

(4) The public may obtain information, make submittals or requests, and obtain copies of the society's decisions by contacting the society's designated public records office staff located in the principal place of business. Additional and detailed information concerning the society is available through the society's website at [www.northwestmuseum.org](http://www.northwestmuseum.org).

[Statutory Authority: Chapter 27.34 RCW, RCW 42.56.040, 27.34.070, and 43.21C.120. WSR 17-07-057, § 256-10-010, filed 3/11/17, effective 4/11/17.]